

PK.1239

Congratulations!

With your purchase of your Premium Entrance Set, you're among a group of discerning individuals who know the intrinsic value of selecting the finest—Baldwin.

Our step-by-step installation instructions will help guide you through your project quickly and easily.

Before you begin your installation, read and understand the installation instructions and marking templates. If you have any questions, please do not hesitate to contact our Baldwin Consumer Help Line at 1-800-566-1986. We're here to help! We thank you for your purchase and wish you the fullest enjoyment of your Baldwin product.

Installation Instructions ENGLISH

MECHANICAL CONVERSION KIT FOR ACTIVE SECTIONAL TRIMS

Canterbury®



5305

Madison®



5320

Logan™



5315

Tahoe

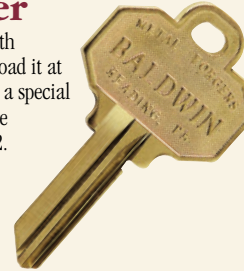


5325



Complimentary Baldwin Security Test and Rebate Offer

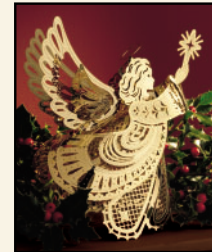
Be assured that your home is safe and secure with Baldwin's Security Test. To get yours free, download it at www.baldwinhardware.com/security and receive a special online rebate offer. Or write to Baldwin Hardware Corporation, P.O. Box 15048, Reading, PA 19612.



Remember Baldwin

With the completion of your project, remember that Baldwin quality hardware and giftware products are available for all your decorating and remodeling needs. Matching entrance sets for exterior doors, beautiful bath accessories, and a complete selection of cabinet and door-enhancing hardware are all available from your Baldwin retailer.

To request a product brochure or the name of a retailer near you, call 1-800-566-1986.



www.baldwinstyleguide.com

PK.1239
1/9/03

Baldwin offers a vast array of exceptional solid brass products to elegantly enhance all areas of the home. Each collection features a wide variety of beautiful, high-fashion finishes. From locking products to lighting and bath accessories, Baldwin provides the discriminating decorator with numerous options to accent and complement the home's ambience with distinction, taste, and fine detail.

PK.1239

1 Before You Begin

- Follow the step-by-step sequence to ensure proper operation of your Baldwin lockset.
- We recommend spreading cardboard over the floor to prevent scratching parts or floor.
- Always wear protective eyewear.

Note: The illustrations in these instructions depict the outside handle being installed on the right of the door. For installation of the outside handle on the left of the door, proceed as if all illustrations were reversed.

Your deadbolt can remain on the door during this conversion. No deadbolt components will be replaced.

Required Tools



Protective Eyewear



Phillips Screwdriver



Flat Head Screwdriver



Pliers

Helpful Tools



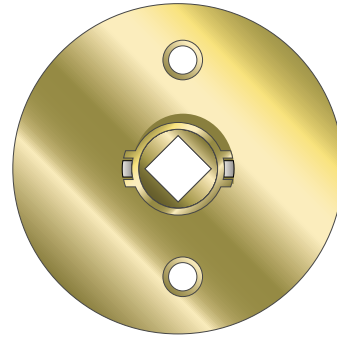
Putty Knife

Conversion Kit Parts

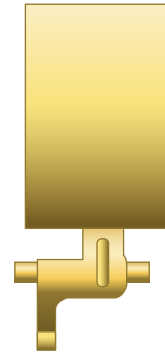
Verify that you have all parts pictured below. If parts are missing, please call the Baldwin Consumer Help Line at 1-800-566-1986.



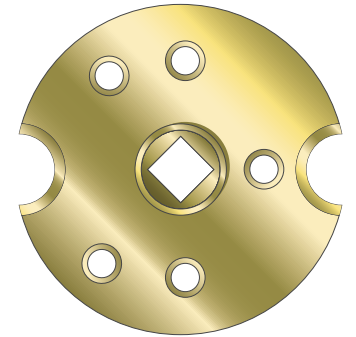
Thumbpiece



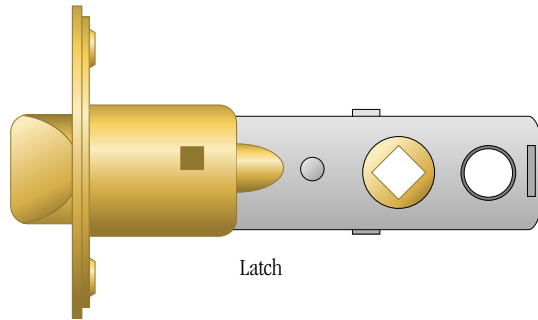
Inside Adapter



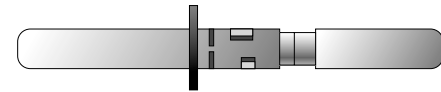
Thumbpiece
(Tahoe version only)



Inside Adapter
(Tahoe version only)



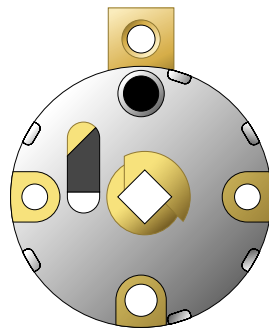
Latch



Spindle



Spacer



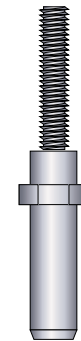
Thumblift Cartridge



(2) #10-32 x 1/4"
Flat Head Screw



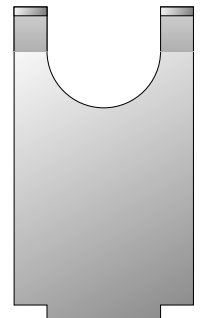
(2) #6-32 x 7/16"
Flat Head Screw



Lower Post



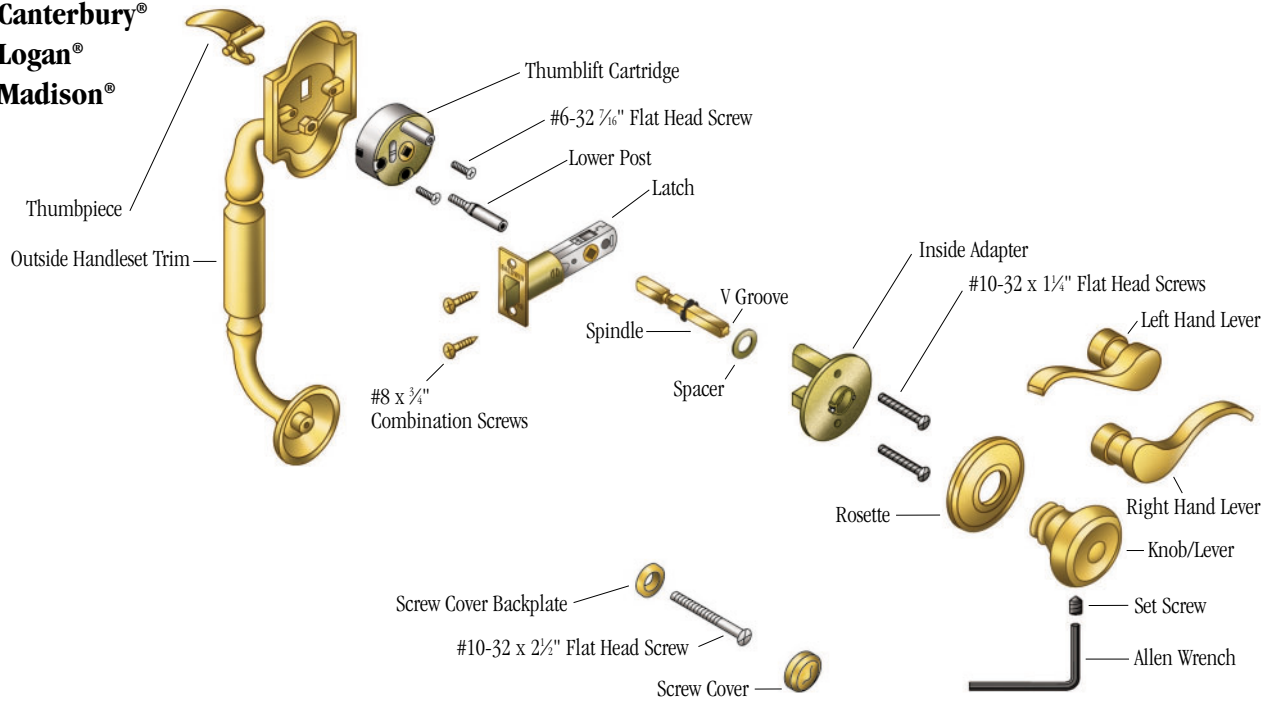
Allen Wrench



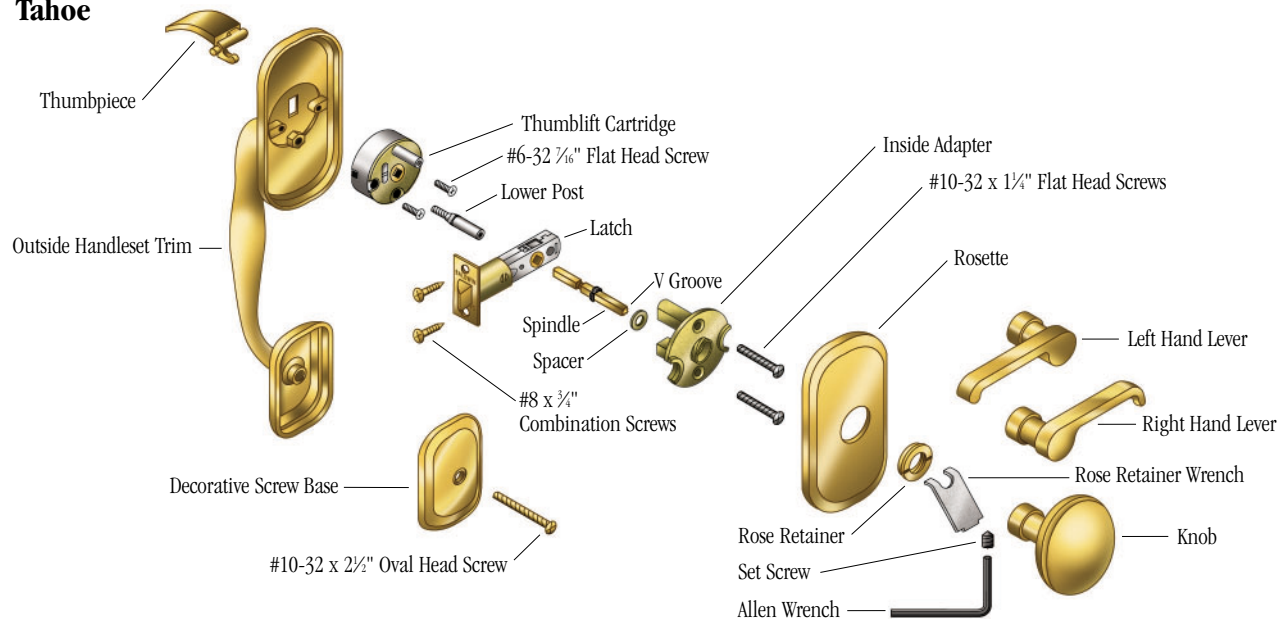
Rose Retainer Wrench
(Tahoe version only)

Exploded Views

Canterbury® Logan® Madison®



Tahoe



Troubleshooting Guide

Problem	Solution
Inside knob or lever spins freely and does not retract latch bolt.	Spindle is installed backwards. Short side of spindle must face exterior of house. Long side of the spindle is installed toward inside of house. Refer to handleset installation step 5.
Knob or lever keeps coming off the spindle.	Ensure that set screw on knob or lever is installed in V groove on spindle and securely tightened with Allen wrench provided. Refer to handleset installation step 7a or step 8 for Tahoe.

Care and Maintenance

WARNING: Do not attempt to clean your hardware with any type of abrasive cleaners, solvents, or chemicals. These types of cleaning agents may mar the finish. A damp cloth is all that is necessary to wipe clean.

Note: Finish Number 102, Oil-Rubbed Bronze, can be cleaned with light machine oil and wiped with a dry cloth.

Consumer Help Line 1-800-566-1986

Hours: 6 a.m. to Midnight C.S.T.—7 days a week
If you have trouble installing your Baldwin product, feel free to call our toll-free Consumer Help Line.

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P.O. Box 15048, Reading, PA 19612

www.baldwinhardware.com

2 Remove Handleset from Door



1 Loosen the set screw using the Allen wrench provided. Remove the knob or lever from the spindle.



2 Unscrew the 1" round screw cover from its base.

Note: If you have a Tahoe design, do not remove the lower trim plate screw at this time.

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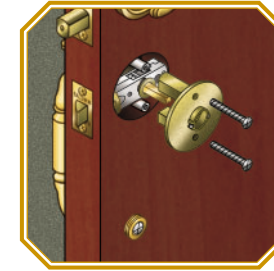
3a Remove the rosette from the adapter. Proceed to step 4.
Note: If your rosette is round and has a slot as illustrated, insert a flat head screwdriver into bottom slot and pry off.

If your rosette is round and does not have a slot, insert a flat edge tool (examples: putty knife, pocket knife, flat head screwdriver) between the rosette and your door and pry rosette off. Be careful not to mar the door or trim.

Tahoe



3b Unscrew the rose retainer that secures the rosette with the rose retainer wrench provided and remove.



4 Remove the #10-32 x 1 1/4 screws securing the inside adapter. Remove inside adapter. Discard the adapter and screws.



5 Remove the spindle and spacer and discard.

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Logan, Madison

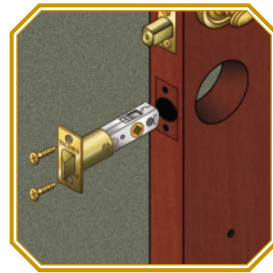


6a Supporting the handleset with one hand, unscrew and remove the lower #10-32 x 2 1/2" Flat Head screw and screw cover backplate. Remove the handleset.

Tahoe



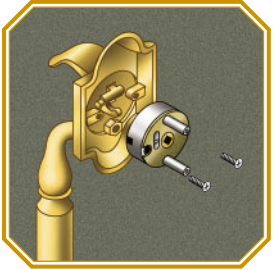
6b Supporting the handleset with one hand, unscrew and remove the lower #10-32 x 2 1/2" oval head screw and decorative screw base. Remove the handleset.



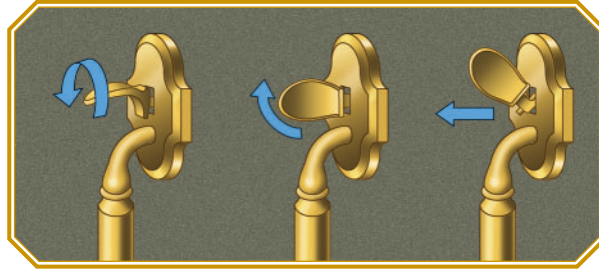
7 Remove the #8 x 3/4 screws securing the latch. Remove latch and discard.

3 Replace the Thumblift Assembly

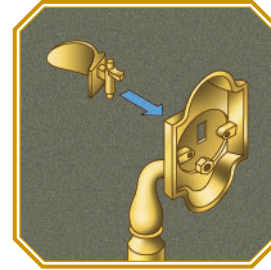
The next steps should be performed on a padded surface such as a towel or blanket to prevent damage to your handleset's finish.



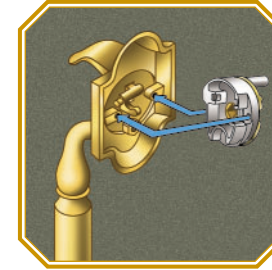
1 Remove the #6-32 x 7/16" flat head screws that secure the thumblift cartridge to the handleset. Discard the cartridge and the screws.



2 Remove the thumbpiece and discard it.
Helpful Hint: The thumbpiece cannot be pulled directly out. Instead, it must be turned from a horizontal to a vertical position and then angled to allow the lugs to fit through the slot in the handleset.



3 Insert the new thumbpiece into the handleset.
Helpful Hint: The new thumbpiece cannot be inserted directly into the handleset. Just reverse the steps followed to remove the old thumbpiece.



4 Position the thumblift cartridge against the handleset, making sure the lugs on the thumbpiece seat into the pockets in the cartridge.



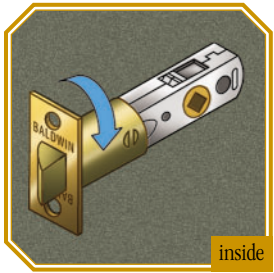
5 Locate the thumblift cartridge over the screw posts and secure it with the 6-32 x 7/16" flat head screws provided. The post on the cartridge should be at the top and the face of the cartridge should be flush with the surface of the handleset.

Caution: These screws should be "hand tightened" only — do not use a power tool!



6 Screw the lower post into the threaded hole at the bottom of the thumblift cartridge and tighten.

4 Handleset Installation



1 Your latch is shipped with a 2 3/8" backset (most common). Adjust for a 2 1/4" backset door only. For a 2 1/4" backset, grasp body and twist faceplate 180° until it stops. Angled side of bolt should face outside.



2 Insert latch with angled side of bolt facing the doorjamb. Secure with #8 x 3/4" combination screws from original latch so latch is flush with door.
Helpful Hint: When installing wood screws it is recommended to put beeswax or soap on screw threads to improve installation.

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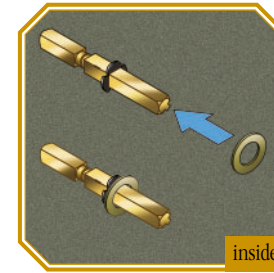


3a Attach handle by inserting the #10-32 x 2 1/2" flat head screw on inside of door through screw cover backplate and the lower hole. Leave screw loose for adjustment. Proceed to step 4.

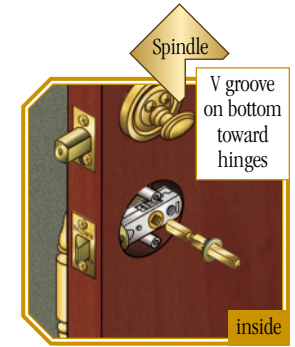
Tahoe



3b Attach handle by inserting the #10-32 x 2 1/2" oval head screw on inside of door through screw base and the lower hole. Leave screw loose for adjustment.



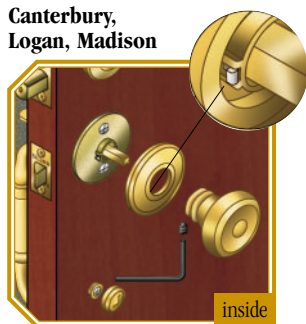
4 Measure the thickness of your door. If door is less than 1 3/4" thick, do not use the spacer provided. If your door measures 1 3/4" or more, slide the spacer onto spindle.



5 From inside of door, insert short end of spindle through the latch with the V groove on the long end angled down and toward hinges. Position outside handleset trim so spindle slides into square hole in thumbpiece cartridge.
Note: Make certain spindle is inserted through the latch to stops.



6 Align spindle, latch, and outside handle. Insert the inside adapter onto the posts of the outside handle. Secure with two #10-32 x 1 1/4" flat head screws. Tighten all three screws, including screw for bottom of handle.



7a Position rosette onto adapter and snap into place. If your rosette has a third slot (smaller), it should face down. Slide knob onto spindle and tighten set screw with Allen wrench. Knob/lever is secured when set screw enters V groove in spindle. Attach bottom screw cover.

Tahoe



7b Position rosette onto inside adapter. Using rose retainer adapter. Using rose retainer onto the threaded portion of the adapter. Align rosette edge with door edge and tighten.

Tahoe



8 Slide knob onto spindle and tighten set screw with Allen wrench. Knob/lever is secured when set screw enters V groove in spindle.